



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

Canc: Nov 99
IN REPLY REFER TO
OPNAVNOTE 1700
Ser N09BW/8U501853
20 November 1998

OPNAV NOTICE 1700

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
1999 SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.15

Encl: (1) Naval Shore Activities Primary Nominating Commands
(2) Naval District Washington Nominating Commands
(3) Sample Nomination Format

1. Purpose. To implement the Vice Chief of Naval Operations (VCNO) Naval Shore Activities (NSA) Sailor of the Year (SOY) program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board convenes in May 1999. The VCNO selects one candidate to represent NSA in the CNO Shore competition.

3. Eligibility. The primary nominating commands for the VCNO NSA SOY are listed in enclosure (1). Naval District Washington nominating commands are listed in enclosure (2). Those commands not listed in enclosures (1) or (2) must follow procedures in paragraph 5b. The period of eligibility is 1 January-31 December 1998.

a. The following individuals, in paygrades E-4, E-5 and E-6, are eligible to compete for NSA SOY:

(1) Active duty Navy.

(2) Navy personnel serving as Training and Administration of Reserve (TAR).

(3) Navy personnel serving on Active Duty for Special Work (ADSW). An individual serving on ADSW should be considered along with other personnel from his/her permanent duty station instead of the unit to which assigned for Temporary Additional Duty (TAD).

(4) Navy men and women working outside the traditional Navy chain of command (i.e., joint commands, other Federal agencies, etc.).

b. The following persons are not eligible to compete for NSA SOY:

(1) Those in paygrade E-6 selected for E-7.

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year or Enlisted Reserve Recruiter of the Year.

(3) Those attached to commands under Fleet Commanders in Chief, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Chief of Naval Education and Training which conduct separate selection processes.

4. Responsibility. The NSA SOY will be selected as follows:

a. Director, Navy Staff shall establish a board to interview and select the NSA SOY from nominees of primary nominating listed in enclosure (1).

b. Commandant, Naval District Washington (NDW) shall establish a board to interview and select the NDW SOY from nominees of commands listed in enclosure (2) and those not listed in enclosures (1) or (2).

5. Action. Nominations for NSA SOY candidates will be submitted as follows:

a. Commands listed in enclosure (1) must submit their nomination packages to Director Navy Staff NSA SOY Program Coordinator, Command Master Chief, N09BW, Rm. 4C549, 2000 Navy Pentagon, Washington, DC 20350-2000, DSN: 225-7783 or 7787, Commercial: (703) 695-7783 or 7787, FAX: (703) 695-3603. Nomination packages must arrive not later than 1600, 19 March 1999. The NSA SOY program coordinator will convene a selection board to review nomination packages received from commands listed in enclosure (1). Up to five finalists will be selected and receive Temporary Additional Duty orders to Director, Navy Staff (N09B) in April for personal interviews leading to selection of the 1999 NSA SOY. Dates for Temporary Additional Duty assignment will be issued by separate correspondence.

b. Commands listed in enclosure (2) must submit their nomination package to: Naval District Washington SOY Program Coordinator, Command Master Chief, Headquarters NDW Code 00M, 901 M street SE, Washington, DC 20374-5002, DSN: 228-6047 or 2617, Commercial: (202) 433-6047 or 2617, FAX: (202) 433-2639. Nomination packages must arrive not later than 1600, 19 February 1999. The NDW SOY program coordinator will convene a selection

board to review all nomination packages received from commands listed in enclosure (2) and those commands not listed in enclosure (1) or (2). Up to six finalists will be selected and receive Temporary Additional Duty orders to Commandant, Naval District Washington in March for personal interviews leading to selection of the 1999 NDW SOY. Dates for temporary additional duty assignment will be issued by separate correspondence.

c. Commands not listed in enclosures (1) or (2) must submit their NSA SOY nomination package to Commandant, Naval District Washington. Follow procedures contained in paragraph 5b.


d. All official travel costs and per diem associated with all levels of the NSA SOY competition will be funded by the primary nominating command.

6. Nomination Format. Enclosure (3) provides a sample of the correct nomination format. Nomination packages at all levels shall include a Personal Award Recommendation (OPNAV 1650/3) for a Navy Commendation Medal. Each nominating command must forward an original and six copies of the package as well as a 3.5" disk in WordPerfect 6.1 or Microsoft Word 6.0 format that contains the complete package, including endorsements. The approved OPNAV 1650/3, and applicable medal and corresponding Navy Commendation award should be on disk as the Navy Marine Corps Commendation Medal. Per reference (a), persons selected to advance to the next level of competition will not be awarded any medal pending outcome of competition. Nominees not selected to advance as finalists will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Do not submit nomination packages in folders, binders, document protectors or any other special covers. Do not use highlighting, double-spacing, bold, or special print fonts.

7. Report and Form

a. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.

b. OPNAV 1650/3 (1-94), Personal Award Recommendation, S/N 0107-LF-017-5800, may be obtained through normal supply channels under NAVSUP Pub-600 (NLL).


A. N. LANGSTON
Rear Admiral U.S. Navy
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

1. Commander, Naval Reserve Force
2. Commander, Military Sealift Command
3. Commander, Naval Air Systems Command
4. Commandant, Naval District Washington
5. Commander, Naval Facilities Engineering Command
6. Chief, Bureau of Medicine and Surgery
7. Chief of Naval Personnel
8. Commander, Navy Recruiting Command (less personnel eligible for ROY Program)
9. Commander, Naval Sea Systems will Command
10. Commander, Naval Security Group Command
11. Commander, Space and Naval Warfare Systems Command
12. Commander, Naval Supply Systems Command
13. Commander, Naval Special Warfare Command
14. Director, Office of Naval Intelligence
15. Commander, U.S. Naval Forces Central Command
16. Commander in Chief, U.S. Pacific Command
17. Commander in Chief, U.S. Atlantic Command
18. Commander, Operational Test and Evaluation Force
19. Director, Strategic Systems Programs
20. Commander, Naval Computer and Telecommunications Command
21. Commander, Naval Safety Center

NAVAL DISTRICT WASHINGTON NOMINATING COMMANDS

1. Commander, National Naval Medical Center
2. Commander, Atlantic Intelligence Command
3. Commander, Naval Research Laboratory
4. Commanding Officer, USS Constitution
5. Presidential Contingency Programs
6. Director, Defense Information Systems Agency
7. Commander, National Naval Dental Center
8. Superintendent, United States Naval Academy
9. Commander, Naval Meteorology and Oceanography Command
10. Superintendent, Naval Postgraduate School
11. Commander, Naval Space Command
12. President, Naval War College
13. Commander, Naval Doctrine Command
14. Commanding Officer, Navy Center for Tactical Systems Interoperability
15. Director, Naval Historical Center
16. Director, Naval Industrial Resources Support Activity
17. Commander, Naval Legal Service Command
18. Superintendent, U.S. Naval Observatory
19. Commanding Officer, Naval Strike and Air Warfare Center
20. President, Board of Inspection and Survey
21. Director, Field Support Activity
22. Chairman, Joint Chiefs of Staff

Enclosure (2)

SAMPLE NOMINATION FORMAT

1700
Orig Code

From:

To: Naval District Washington NDW SOY Program Coordinator,
Command Master Chief, Headquarters NDW Code 00M, 901 M
Street SE, Washington, DC 20374-5002 or
Director Navy Staff NSA SOY Program Coordinator, Command
Master Chief N09BW, 4C549, 2000 Navy Pentagon, Washington,
DC 20350-2000

Via:

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
1998 SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser N09BW/6U501943

- Encl: (1) Information to support nomination (Include copies of
last three performance evaluations, page 4's covering
last 3 years; letters of appreciation or
commendation received during nominative period).
(2) Biography (narrative format, starting with date and
place of birth, civilian schooling, military service,
current assignment, personal awards and medals,
immediate family members, etc.) Limit one type written
page single spaced.
(3) Personal Award Recommendation (OPNAV 1650/3) for
Navy Commendation Medal
(4) Two 5x7 color glossy photographs (one - front and side
view), plain background, Service Dress Blue uniform,
uncovered

1. Per reference (a) _____ is nominated for
1998 Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and
home) of nominating command and service member.

a. Name (L/F/MI):

b. Rate: SSN:

c. Present Duty Station:

Enclosure (3)

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
1998 SAILOR OF THE YEAR (SOY) PROGRAM

- d. Address: (W) (H)
- e. Telephone: (W) (H)
- f. Facsimile: (W) (H)

3. The following additional information is provided:

- a. Date of Birth (YYMMDD):
- b. Active Duty Service Date (ADSD):
- c. Advancement history (give dates):
 - (1) E-4:
 - (2) E-5:
 - (3) E-6:
- d. Currently selected for advancement (if yes, date to be advanced).
- e. Family members (list names, age and dates of birth).
- f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).
- g. Brief synopsis of significant professional achievements that justify selection.
- h. Personal awards.
- i. Nominee's off-duty community involvement.
- j. List educational background:
 - (1) Years of formal civilian schooling completed; include degree if attained.
 - (2) Navy "A, B or C" schools completed.
 - (3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses,

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Defense Activity for Non-Traditional Education Support (DANTES)
courses, and PACE I and/or II. Exclude training courses required
for advancement).

4. Commanding Officer remarks:

(Signature)
(No by direction)